

Bursary Policy

Introduction

The 16-19 Bursary fund was introduced by the government as a replacement for the previous EMA scheme (Education Maintenance Allowance). It was introduced to support students within the Sixth form to meet the needs of young people facing financial barriers to participation.

Aims of the Bursary (what does it help pay for)?

The bursary is intended to help remove barriers for students who cannot otherwise access their everyday program of study.

- Travel expenses e.g. train fares, university open days.
- Supplying textbooks, study guides and stationery
- Providing financial support for any academic trips and activities
- Contributions towards meals (if previously on FSM)

What does the bursary not help pay for?

- provide learning support – services that institutions give to students – for example, counselling, mentoring or extra tutoring
- support extra-curricular activities where these are not essential to the students' study programme
- support general household incomes
- Institutions are not permitted to use the bursary fund in any way that would give them a competitive advantage over other institutions. Examples include:
 - fees for access to facilities in the institution
 - block subsidy of the canteen
 - block subsidy of transport, or support for travel for all students regardless of family incomes
 - block provision of equipment, material or books
 - making bonus payments to reward attendance or achievement
 - payments to support students' general living costs

Types of Bursary

Vulnerable Students

Young people in the defined vulnerable groups are eligible for a Bursary of at least £1,200 if their course lasts for 30 weeks or more.

The defined vulnerable groups are:

- Young people in care, including unaccompanied asylum seeking children and those who are fostered.
- Young care leavers
- Young people getting Income support or Universal Credit in their own right
- Young people getting both Disability Living allowance (and the new personal independent payments) and employment support allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right.

Discretionary Bursary

The bursary is available to Riddlesdown Collegiate Sixth Form students whose family income is £22,000 per annum or less and whose parents/carers are in receipt of any of the following;

Universal credit

Disability Allowance

upto an amount of £1200/Annum(funds allowing)

There is *no statutory entitlement* to a discretionary bursary. The rate will be set in proportion to the funds available and the number of eligible students. If circumstances change through the year which mean that a student is no longer eligible for compensation, the bursary may be withdrawn. If a student drops out of learning, payments will stop.

There will be a limited amount of money in the budget which will be used as an emergency fund to support students and this will be assessed on a case by case basis. Requests for this support must be made to Mr S Connolly (Senior Tutor College VI) and will be confirmed by the Head of College VI. Any unused funds will, where practical, be pooled for re-allocation.

Riddlesdown Collegiate will make every effort to publicise the scheme and will give details and applications of the scheme to all of those enquiring. Students will also be informed of the scheme by their Senior Tutor in assembly and by their tutors in tutorial time.

Condition

Payment of a bursary will be conditional on the student meeting agreed standards of attendance, behaviour and completion of work. Medical absences are acceptable, if properly supported by documentary evidence.

Students will be expected to:

- Achieve an attendance figure of 92%
- Be punctual to all lessons
- Meet the deadlines set for homework and coursework
- Make acceptable progress towards academic targets being made, as evidenced in reports.

If a recipient of a bursary does not meet these requirements, payment may be discontinued

Payments

Payments will be made monthly, directly to the student's bank account (subject to receipt of details). Additional discretionary payments may be made in other forms. The release of these payments will be dependent upon the student meeting the standards above.

Availability of Funds

Bursary money is finite. As such, it may not meet all needs or be available for all discretionary payments at all parts of the year.

A student awarded a bursary will sign an agreement undertaking to meet the conditions laid out by Riddlesdown Collegiate, accepting the amount and basis which it is to be paid, and undertaking to notify the Collegiate of any change in his/her circumstances.

Fraudulent claims

Where an application is found to have been made on the basis of false information, payment will be discontinued. The individual concerned may be subject to disciplinary action and the Collegiate may seek to recover any funds or goods obtained.

Please note that Riddlesdown Collegiate guarantees that all personal information including household earnings will be stored securely and will remain strictly confidential. In year applications will be considered subject to funds available.